

BOARD OF EXAMINERS FOR NURSING HOME ADMINISTRATORS

MINUTES

DATE: August 3, 2004

TIME: 9:00 a.m., C.D.T.

LOCATION: Cumberland Room
Ground Floor, Cordell Hull Building
425 Fifth Avenue North
Nashville, TN 37247-1010

MEMBERS PRESENT: Mark Davis, Vice-Chair
Jennifer Johnson, MD
Craig Laman
Palyce Jones
Katy Gammon
Mary Thomas

MEMBERS ABSENT: Harold Walker, Chair
Suzanne Meeks, Secretary
Kathryn Wilhoit

STAFF PRESENT: Karen Robinson, Board Administrator
Marva Swann, Unit Director
Ernest Sykes, Advisory Attorney
Robbie Bell, Director, Health Related Boards
Jerry Kosten, Regulations Manager
Lea Phelps, Investigations

With a quorum being present, Mr. Davis called the meeting to order at 9:02 a.m.

Conflict of Interest

Mr. Sykes reviewed the Conflict of Interest Policy and reminded the Board members of their responsibilities under the policy.

Minutes

A motion was made by Dr. Johnson and seconded by Mr. Laman to approve the minutes of the June 1, 2004 meeting as submitted. The motion carried.

Letters of Reprimand

John W. Pope
Clyde L. Flynn

A motion was made by Dr. Johnson and seconded by Ms. Thomas to accept the letters of reprimand on Mr. Pope and Mr. Flynn. The motion carried. A unanimous vote was received by the Board with Ms. Gammon recuing herself from Mr. Pope's vote.

Continuing Education Audit

Christopher Johnson's case was continued to the next Board meeting of November 2, 2004.

File Review

Robert Kraft – Mr. Kraft was requested to appear before the Board to give explanation of statement of allegations from Washington State Licensure Board. Mr. Kraft was not present and had requested to appear before the Board at the next meeting November 2, 2004.

Pamela Jowers - Ms. Jowers was requested to appear before the Board to give explanation of acceptable management experience. After much discussion a motion was made by Dr. Johnson and seconded by Ms. Thomas to approve two years and three months for her acceptable management experience and to complete a nine month A.I.T.P. The motion carried with Mr. Laman recuing himself.

Susette Williamson – Ms. Williamson was requested to appear before the Board to give explanation of acceptable management experience. After much discussion a motion was made by Dr. Johnson and seconded by Mr. Laman to approve a six month A.I.T.P. The motion carried.

Mahlia Russell – Ms. Russell submitted a new preceptor and facility application to complete her A.I.T.P. A motion was made by Ms. Thomas and seconded by Dr. Johnson to approve Ms. Russell for an A.I.T.P. The motion carried.

Gideon Sellars – Mr. Sellars requesting approval for an A.I.T.P. A motion was made by Mr. Laman and seconded by Dr. Johnson to approve Mr. Sellars for an A.I.T.P. The motion carried.

Timothy McAdoo – Mr. McAdoo had submitted an application to reinstate his license. His license was administratively revoked status due to non compliance of his 1998 continuing education. Mr. McAdoo appeared before the Board and stated his company relocated him to another state and he failed to keep his Tennessee license current and to notify the administrative office of his address change. Mr. McAdoo stated he does not have any continuing education hours. After much discussion a motion was made by Mr. Laman and seconded by Dr. Johnson not to approve Mr. McAdoo for licensure. A unanimous vote was received. The motion carried.

AIT Candidates – A motion was made by Dr. Johnson and seconded by Ms. Thomas to approve the following candidates to begin their six month A.I.T program on August 9, 2004. The motion carried.

Linda Sherlin
Melanie Parham
Cynthia Wheeler
Jennifer Solomon
Charles Tarbox

A motion was made by Dr Johnson and seconded by Mr. Laman to approve the following candidates to begin their twelve month A.I.T. program on August 9, 2004. The motion carried.

Kathy Moon
Teresa Davis

New Exam Approval

A motion was made by Mr. Laman and seconded by Dr. Johnson to approve the following candidates for the NAB examination. The motion carried.

Cecelia Sawyer and Michael Parlier

A motion was made by Dr. Johnson and seconded by Ms. Thomas to request Ms. Wendy Trimboli to appear before the November 2, 2004 to give explanation of the length of time between her internship and licensure.

Preceptor Application Approval

A motion was made by Mr. Laman and seconded by Dr. Johnson to approve the following candidates for a preceptor certification. The motion carried.

John Clark
Sheila Finnell
Melissa Rose
Charles Bidwell
Karen Turner

A motion was made by Dr. Johnson and seconded by Ms. Thomas to approve the following candidates for a preceptor certification pending notification of an approved phone interview with one of the Board members. The motion carried.

Helena Blocker
George Maynard
Christopher Matchim
Joe Lewis

Administrative Reports

Ms. Robinson presented the statistical report which indicated the following:

Active Licensees – 747
Retired Licensees – 784
Failed to Renew – 676

<i>Performance Measure</i>	<i>Goal</i>	<i>July – Dec 2003</i>	<i>Jan – June 2004</i>	<i>Average</i>
Renewal Processing Time	14 days	0.1 days	0.1 days	0.1
Application Processing Time	100 days	236 days	350 days	

The application processing time is directly relative to the length of the A.I.T. program and the success or lack thereof of the applicant and the examination process.

Ms. Robinson reported in June 2004 two (2) nursing home administrator renewed on line. This is a usage rate of 8% compared to all overall usage rate for all professions of 33%.

Projects In Progress

The 2002 continuing education audit shows ninety one (91) licensees were audited. 3.3% paid the civil penalty and submitted their continuing education certificates to the Administrative Office. 7.7% were sent to Investigations. 3.3% of the 7.7% that was sent to Investigations were closed. 89% met the c.e. requirements.

The administrative office is in the process of mailing out a letter to inform active and retired Nursing Home Administrators regarding recent legislation passed in 2004.

Rule-Making Hearing

Mr. Kosten presented a rulemaking hearing that is to be held on October 25, 2004 for amendment of language in Rule 1020-1-.01 Definitions “Regional Administrator”, Rule 1020-1-.12 (1) (b) 2 Continuing Education requirements for reciprocity applicants. The Board requested Rule 1020-1-.06 (3) (b) 3. amended to state preceptor and the A.I.T. shall spend a minimum of four (4) hours face to face in Board approved facility per week in orientation, direct instruction, planning and evaluation. A motion was made by Dr. Johnson and seconded by Ms. Thomas to approve the rulemaking hearings for amendments. The motion carried with a unanimous vote.

Discipline And Investigative Reports

Ms. Phelps presented the discipline report which indicated one on summary suspension and one on probation until 11-17-2005.

Ms. Phelps presented the investigative report which indicated four complaints were received in the month of June. One complaint has been closed; one closed with no action; eight are currently open in investigations.

Office of General Counsel Report

Mr. Sykes presented the Office of General Counsel report and informed the Board that the rules regarding clarification of licensure requirements became effective November 18, 2003. Rule 1020-1-.15 – Disciplinary authority: order modification, order of compliance and assessment of costs. (Rule-making hearing was held on December 23, 2003 and received final approval from the Board on June 1, 2004, and sent to Attorney General's office on July 30, 2004 for review and final approval. There is one contested case hearing and two letters of reprimand on the docket for this meeting.

Financial Report

Ms. Robinson presented the financial report which indicated that the Board had a Projected Cumulative Carryover at June 30, 2003 of \$176,127.

Ratifications

Newly Licensed

Timothy Brown	Brigetta Nethery
Jason Harr	Carolyn Pointer
Wendy Melton	Benjamin Sweger
Cassandra Mistretta	Beverly Wall

Reinstatements

Douglas Cox
Brian Oliver
Barbara Park
Jane Smithson
Chancellor Von Henner

A motion was made by Ms. Gammon and seconded by Mr. Laman to approve the above newly licensed and reinstated Nursing Home Administrators. The motion carried.

Preceptor List – An updated preceptor list was presented to the Board for informational purposes only.

Adjournment

There being no further business, the meeting was adjourned at 11:30 a.m.

KR/G4014267/NHAdmin